

# CHIEF MEDICAL OFFICER, CORRECTIONAL FACILITY



Open

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE	DEPARTMENTAL OPEN FOR:  DEPARTMENT OF CORRECTIONS
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.
HOW TO APPLY	<div>Submit Examination Application (Std. Form 678), Supplemental Application and Conditions of Employment - 631 form for this examination and a Recruitment Publicity Questionnaire (optional)</div> <div><div>By mail with: Department of Corrections Personnel Examining Section P.O. Box 942883 Sacramento, CA 94283-0001</div>or<div>In person with: Department of Corrections Personnel Examining Section 1515 S Street, Room 522-N Sacramento, CA 95814</div></div> <div>The required supplemental application and Conditions of Employment – 631 form for this examination, and the Recruitment Publicity Questionnaire (optional) are available at the following locations:</div> <div><ul style="list-style-type: none"><li>Department of Corrections’ (CDC) personnel offices at each correctional institution</li><li>Personnel Examining Section at 1515 S Street, Room 522-N, Sacramento, CA 95814</li><li>Selection and Standards Branch Testing Centers (2201 Broadway, Sacramento, CA 95818; 2510 S. East Avenue, Suite 350, Fresno, CA 93706; 9055 Haven Avenue, Suite 104, Rancho Cucamonga, CA 91730).</li></ul></div> <div>These documents may also be obtained electronically using the electronic mail address (<a href="mailto:health.recruit@corr.ca.gov">health.recruit@corr.ca.gov</a>) or by calling the toll free job line at <b>1-888-232-4584</b>, and through CDC’s Intranet (<a href="http://intranet/">http://intranet/</a>) and the Internet at (<a href="http://www.corr.ca.gov">http://www.corr.ca.gov</a>). Most public libraries have computers available for accessing the internet.</div> <div><b>NOTE:</b> By completing and submitting the Conditions of Employment – 631 form applicants will eliminate numerous employment contacts for areas they are not interested in working.</div>
APPLICATION DEADLINE/ REQUIREMENTS	<div>Applications will be accepted on a continuous basis.</div> <div>If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Personnel Examining Section.</div> <div><b>NOTE:</b> Only applications with an original signature will be accepted.</div> <div>All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.</div>
TEST DATE	The Personnel Examining Section will notify and test applicants as needs warrant.
SALARY	<div>As of 08/31/00</div> <div>Range A: \$9715 - \$10,981</div> <div>Range B: \$10,188 - \$11,135</div> <div>Range A. This range shall apply to any incumbent of a position who does not meet the criteria for payment at Range B.</div> <div>Range B. This range shall apply to:<div><div>1. Incumbents in any medical class having such a range, who have been accepted at some time for an examination for a medical specialty certificate as evidenced by a written statement from the secretary of an American Medical Specialty Board or an American Osteopathic Specialty Board.</div><div>2. Incumbents of classes who have completed three years of approved residency training in an accepted medical or osteopathic specialty in an approved hospital or institution.</div><div>3. Incumbents in a class who have completed one year of full-time paid public health medical experience in a public health agency, and one year of academic training on the graduate level in public health and preventive medicine, and one year of approved residency training in public health and preventive medicine.</div></div></div> <div>Hiring Above The Minimum</div> <div>All correctional institutions <b>may</b> authorize a “<b>Hiring Above the Minimum</b>” (HAM) salary differential. Extraordinary qualifications, experience and current salary will determine the actual starting salary for a Chief Medical Officer, Correctional Facility. The hiring authority will review your credentials and evaluate your experience and recent earnings to determine if a “<b>Hiring Above the Minimum</b>” salary differential may be applicable.</div>

SALARY (CONT'D)	<div>Recruitment and Retention (R&amp;R) Bonus (as of 6/3/03)</div> <ul style="list-style-type: none"><li>\$200 recruitment bonus will be paid monthly at all institutions (except at Centinela State Prison, Calipatria State Prison, Corcoran State Prison, and Pelican Bay State Prison)</li><li>\$2,400 Annual Recruitment Bonus (Limited to Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison, and Centinela State Prison at the completion of every 12 months of full-time employment)</li><li>\$400 paid monthly at Centinela State Prison and Calipatria State Prison</li><li>\$1,300 paid monthly at Pelican Bay State Prison</li><li>\$1,250 paid monthly at Corcoran State Prison</li></ul>
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BENEFITS	<ul style="list-style-type: none"><li>Deferred Compensation Plans (Savings pool, 401K and 457 plan)</li><li>\$100 monthly Bilingual Differential Pay</li><li>75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)</li><li>75% Reimbursement of Public Transit Passes, \$65 maximum per month</li><li>Flexible work hours (Management discretion)</li><li>Pre-tax parking (Where applicable)</li><li>Fourteen (14) paid holidays</li><li>Generous paid vacation/sick leave</li><li>Jury duty/military/bereavement leave</li><li>Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)</li><li>Pre-retirement death benefits</li><li>Dependent Care Program</li><li>Long Term Insurance (CalPERS)</li><li>Home Loan Program (CalPERS)</li><li>Legal Services</li><li>Employee Assistance Program</li><li>Work and Family Advisory Committee</li><li>Eleven (11) hours per month allowed for Annual Leave Credits (Increases to 14 hours after 37 months of full-time employment)</li><li>Medical license renewal fee reimbursement (Actual Cost)</li><li>California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)</li><li>Paid Continuing Medical Education</li></ul>
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MINIMUM QUALIFICATIONS	<p>Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) <u>and</u></p> <div><div><u>Either I</u></div><p>Two years of experience performing the duties of a Physician and Surgeon or Staff Psychiatrist in a California state correctional facility.</p><div><u>Or II</u></div><p>Four years of experience in the practice of medicine, including one year's practice in a hospital or correctional institution.</p></div> <p><b>Special Personal Characteristics:</b> Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness and keenness of observation.</p> <p><b>Special Physical Characteristics:</b> Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.</p> <p>Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
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EXAMINATION PLAN	<p><b>INTERVIEWS WILL NOT BE HELD.</b> This examination will consist of a supplemental application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application.</p> <p>Candidates who meet the Minimum Qualifications for admittance to the examination will be mailed a supplemental application designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the Chief Medical Officer, Correctional Facility, classification. <b>RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.</b> Candidates who do not return the completed supplemental application will be eliminated from this examination.</p>
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Supplemental Application – Weighted 100.00%

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

EXAMINATION PLAN (CONT'D)	<div>A. Knowledge of:<ol style="list-style-type: none"><li>Modern principles and practices of general medicine and surgery and skill in their application.</li><li>Modern hospital administration and management.</li><li>Principles and techniques used in the diagnosis and treatment of mental diseases.</li><li>Principles and practices of personnel management and effective supervision.</li><li>Equal Employment Opportunity (EEO) objectives.</li><li>A manager's role in the EEO program and the processes available to meet EEO objectives.</li></ol></div> <div>B. Ability to:<ol style="list-style-type: none"><li>Plan and direct the medical, surgical, dental, and psychiatric activities in an institution and instruct nurses in routine procedures.</li><li>Diagnose and treat a wide variety of diseases and injuries.</li><li>Prepare and supervise the preparation of case histories and the keeping of hospital records.</li><li>Prepare comprehensive medical reports.</li><li>Analyze situations accurately and adopt an effective course of action.</li><li>Communicate effectively.</li><li>Effectively contribute to the EEO objectives.</li></ol></div>
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ELIGIBLE LIST INFORMATION	Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires <b>12</b> months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<p>A Chief Medical Officer, Correctional Facility, under general direction of the Headquarters' Regional Administrator, in a State correctional facility, plans and assigns work, and gives instructions; directs and assists with the medical, psychiatric, dental, and clinical work of the institution; supervises admissions, assigns cases to the physicians, checks case histories and progress, and selects inmates for discharge; directs transfer of patients between institutions and outside medical facilities; examines, diagnoses, prescribes, and administers treatment to inmates; may perform major or minor surgery and supervises the postoperative care of inmates; makes rounds, checks reports and charts, and diagnoses cases and prescribes medical and surgical treatment; directs the clinical and pathological work and orders examinations and analyses, x-rays, dental work, special diets and medications; conducts staff conferences; outlines instructions for nurses and attendants in the care of inmates; confers with institution administrators on work plans and establishes improved methods, forms and procedures; requisitions food for hospital diets, drugs, medications, medical supplies and equipment; supervises the keeping of records and special case histories; prepares reports and dictates correspondence; maintains order and supervises the conduct of persons committed to the California Department of Corrections; maintains security of working areas and work materials; and does other related work.</p> <p>Positions exist at various institutions statewide and headquarters in Sacramento with the Department of Corrections.</p>
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VETERANS POINTS/ CAREER CREDITS	Veterans preference points will not be granted in this examination, since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.
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GENERAL INFORMATION

**Applications are available** at CDC offices, State Personnel Board offices and local offices of the Employment Development Department. Supplemental applications, Conditions of Employment – 631, and Recruitment Publicity Questionnaires are available at CDC's personnel offices, CDC's Intranet at (<http://intranet/>), and Internet at (<http://www.corr.ca.gov>) and electronic mail at ([health.recruit@corr.ca.gov](mailto:health.recruit@corr.ca.gov)).

**The Department of Corrections** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694  
California Relay Service for the Deaf or Hearing Impaired. 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS